

CHAPTER 1

How to Use the NPFC User Reference Guide



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The *NPFC User Reference Guide* was designed to provide a single source for reference information to be used by a variety of groups that may need to access the Oil Spill Liability Trust Fund (OSLTF) or the Comprehensive Environmental Response Compensation Liability Act (CERCLA) fund (also known as the "Superfund"). This is the tenth edition of the *National Pollution Funds Center User Reference Guide*. As updates are issued, they should be inserted into a three-ring binder to replace outdated materials.

The *Reference Guide* is divided into a series of major chapters separated by tabs, as described in the table below. (Some chapters are further divided into subchapters, as described at the beginning of each chapter.)

THE TAB	CONTAINS	TO BE USED BY
Chapter 1	How to Use the NPFC User Reference Guide	<ul style="list-style-type: none">• Anyone who wants an overview of this Reference Guide.
Chapter 2	Overview of OPA and the NPFC	<ul style="list-style-type: none">• Anyone who wants an overview of OPA, the NPFC's background, mission, or organization, and the National Response System.
Chapter 3	Removal Actions - Oil and Hazardous Materials	<ul style="list-style-type: none">• CG and EPA On-Scene Coordinators (OSCs) who must maintain cost documentation for an oil spill.• CG OSCs who must maintain cost documentation for a hazardous material release.• Port Operations staff and others involved in spill cleanup who need information about removal costs, documentation, accounting, standard rates, and contracting guidance.
Chapter 4	Designation	<ul style="list-style-type: none">• Federal and state OSCs who need guidance on "designation" of Responsible Parties and the corresponding investigative considerations under OPA.
Chapter 5	State Access	<ul style="list-style-type: none">• Staff members in state departments of Environmental Protection, Environmental Conservation, and related areas.



THE TAB	CONTAINS	TO BE USED BY
Chapter 6	Natural Resource Damage Assessment (NRDA)	<ul style="list-style-type: none">• Staff members for federal agency and tribal trustees, and others who become involved in NRDA's.• Staff members in state departments of Environmental Protection, Environmental Conservation, and related areas.
Chapter 7	Claims	<ul style="list-style-type: none">• Anyone who needs to know about procedures for filing claims for uncompensated removal costs or damages resulting from oil spills.• Staff members in state departments of Environmental Protection, Environmental Conservation, and related areas.
Appendix A	Memoranda of Understanding	<ul style="list-style-type: none">• Anyone interested in reviewing MOUs between USCG and other Federal agencies.
Appendix B	OSLTF Guidance Information for Use During an Oil Spill	<ul style="list-style-type: none">• Anyone needing general information during an oil spill.